

DAY SUPPORTS GROUP (DSG)

General Description:

Day Supports [set up on a] Group (DSG) provides daily and hourly support, supervision and training for groups of children, adults and the elderly. DSG provides a safe, non-residential, community habilitation program in a structured programmatic setting, other naturally occurring environment or community setting where people can gather in groups during the day to avoid becoming isolated and participate in and contribute to their community. DSG maintains or improves a person's job-readiness skills, work abilities, dexterity, stamina, memory, personal safety, interpersonal relations, self-help, communication, mobility and other functional abilities and life skills. Daily DSG may be used to provide appropriate staff to maintain the health and safety of persons during provision of MTP services so long as persons in groups receiving daily DSG at the same time as MTP receive an average of six hours of support a day. Daily DSG programs should be operational for at least 7.5 hours on regular business days to allow for staggered arrivals and departures.

Limitations:

1. DSG is intended for persons with mental retardation and related conditions (MR.RC); DSG is not available as a self-administered service; DSG is available through provider-based services only.
2. DSG services may on occasion occur in the person's home or residence, though this service is primarily intended to be operated from a structured programmatic setting within the community.
3. DSG services rendered consistently in a non-site setting or facility in which four or more persons participate at any one time shall be licensed in accordance with Utah Administrative Code, Rule R501, [<http://rules.utah.gov/publicat/code/r501/r501.htm>].
4. Services that are provided to the person and paid for by the State of Utah Division of Vocational Rehabilitation shall not be submitted to DHS/DSPD for duplicate payment.
5. Services that are provided to the person and paid for by the person's school shall not be submitted to DHS/DSPD for duplicate payment.
6. Wages paid to persons for incidental work performed during the time DSG reimbursement is claimed shall fully conform to Federal Department of Labor wage regulations and policy. Wages paid to persons receiving DSG services shall be commensurate for other employees performing similar labor. If the Contractor pays a person less than the minimum wage, the Contractor shall have a certificate pursuant to Section 14 (C) of the Fair Labor Standards Act from the Federal Department of Labor permitting payment of a sub-minimum wage. [<http://www.dol.gov/esa/whd/flsa/index.htm>]

7. Payment for transportation of persons to and from the location where DSG services are delivered is not included in this service. [See MTP service description].
8. DSG may not be billed for the same day that Extended Living Supports (ELS) are billed.
9. DSG may not be billed at the same time as any other service except for MTP, BC1, BC2, BC3, PM1 or PM2.
10. DSG is not provided on holidays and weekends for persons who receive RHI, RHS, PPS, HHS and Daily COM.
11. If not otherwise specified on the worksheet, the minimum allowable DSG staff supervision is 1:8 (one (1) staff to eight (8) people).

Population Served:

The Contractor will serve people currently receiving services from DHS/DSPD with mental retardation and related conditions (MR.RC) as defined in Utah Administrative Code, Rule R539-1. [<http://rules.utah.gov/publicat/code/r539/r539.htm>]

Contractor's Qualifications and Other Responsibilities:

If site based services are provided to four (4) or more persons at any one time, the Contractor shall have all applicable licenses as prescribed in Utah Administrative Code, Rule R501 [<http://rules.utah.gov/publicat/code/r501/r501.htm>] to operate and provide the particular type of services being offered and shall comply with insurance requirements and any local ordinances or permits. A non-licensed Contractor shall be certified by DHS/DSPD as an authorized provider of services to persons with disabilities in accordance with Utah Code § 62A-5-103.

[<http://www.le.state.ut.us/~code/TITLE62A/62A05.htm>]

The Contractor shall be enrolled as an approved Medicaid provider with the Utah Department of Health and agree to allow DHS/DSPD to bill Medicaid on its behalf for covered Medicaid services included in the rate paid by DHS/DSPD to the Contractor. The Contractor shall also agree to participate in any DHS/DSPD provided Medicaid training.

The Contractor shall have established policies and procedures, a copy of which shall be maintained and readily accessible at each facility. These policies and procedures shall:

- a). Demonstrate the development and posting of an evacuation plan in each program site, quarterly training on evacuation procedures and documentation of quarterly evacuation drills, and
- b) provide provisions to govern the handling, storage, disposal and theft prevention of medication.

The Contractor shall assure that wages paid to persons receiving DSG services are commensurate to other employees performing similar labor. The Contractor who pays a

person receiving DSG less than the minimum wage shall have a Certificate pursuant to Section 14 (C) of the Fair Labor Standards Act from the Federal Department of Labor permitting payment of a sub-minimum wage.

[<http://www.dol.gov/esa/whd/flsa/index.htm>]

The Contractor shall ensure that DSG staff are trained in the Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and contract.

The Contractor shall be under a DHS/DSPD contract to provide DSG.

Contractor's Staff Qualifications:

Staff shall demonstrate competency in providing DSG services, as determined by the Contractor, in addition, all applicable education, and training shall be completed before performing any work for persons without supervision.

DSG staff shall be trained in the Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and contract.

Staff shall pass a Bureau of Criminal Identification (BCI) background check through the DHS, Office of Licensing and have a record of the BCI results in the staff record.

<http://rules.utah.gov/publicat/code/r501/r501-14.htm>

DSG staff shall be at least 18 years of age.

Specific Training Requirements

All direct care and direct care supervisory staff shall receive specific staff training that prepares them to complete the critical job functions for this service and orients them to the person being supported by this service. Training shall be conducted by qualified trainers with professional experience and knowledge in providing services and supports to persons with mental retardation, related conditions and brain injury.

Staff shall complete and achieve competency in specific training areas one (1) through eight (8) within 30 days of employment or before working unsupervised with a person. Staff shall complete and achieve competency in training areas nine through 12 within six months of employment. Competency for DSG staff may include knowing where to find information or who to contact in case of a question or unusual event.

1. Medication competency:
 - a. Identification of common medications, their effects, purpose and side effects;
 - b. Identification of medications and medication side effects specific to the person;
 - c. Recording and documentation of self-administration of medications; and,

- d. Training on commonly used medications including the reason and circumstance for administration, dose, and scheduling.
2. Recognition of illness or symptoms of health deterioration specific to the person.
3. Dietary issues specific to the person.
4. Critical health care issues specific to the person.
5. Swallowing and eating difficulties specific to the person.
6. Principles of age appropriate community inclusion and natural support development specific to the person.
7. Preferences and non-negotiable routines specific to the person.
8. Significant functional limitations and disabling conditions specific to the person.
9. Key elements of the Americans with Disabilities Act.
10. Person centered assessment and plan development.
11. How to develop and support the person's preferred work activities.
12. The Contractor and the Contractor's staff providing acquired brain injury (ABI) services shall demonstrate competence or awareness in the following areas:
 - a. Effects of brain injuries on behavior;
 - b. Transitioning from hospitals to community support programs including available resources;
 - c. Functional impact of brain changing;
 - d. Health and medication;
 - e. Role of the direct care staff relating to the treatment and rehabilitation process;
 - f. Treatment plan and behavioral supports; and,
 - g. Awareness of the Family's perspective on the brain injury.

Direct Service Requirements:

- A. **Person-Centered Planning:** The Contractor staff shall participate in and comply with the requirements of the DHS/DSPD Person-Centered Planning Process in providing services.
 1. The Contractor is responsible for implementing the applicable portion of the Individual Support Plan's Action Plan (ISP/AP). The ISP document

may include the following separate documents: Action Plan, Support Strategies, including Behavior Support Plan, Psychotropic Med Plan, Staff Instruction sheet, data collection and/or Task Analysis sheet.

2. Once the ISP/AP has been developed, the Contractor shall orient the person to that part of the plan that pertains to the Contractor and ensure that the person is involved in its implementation.
3. The Contractor shall develop Support Strategies for the person. The Contractor shall submit Support Strategies and Monthly Summaries to DHS/DSPD.
4. The Contractor, as a member of the person's team, is required to meet at least annually (within 12 months of the last Person Centered Process meeting) to review the person's service/support requirements and to make adjustments as necessary based on the person's needs. However, it may meet more often as determined by the person or other members of the team.

The Contractor shall provide emergency procedures for fire and other disasters that require the development and posting of an evacuation plan for site based services and quarterly training on evacuation procedures and documentation of quarterly evacuation drills.

The Contractor under license with DHS, Office of Licensing shall assure the presence of at least one staff trained by a certified instructor, in first aid and CPR on duty with persons at all times.

The Contractor shall assure the presence of staff at each licensed site who is responsible for supervision of the day to day operations of the site and for operation of the program.

The Contractor shall develop and implement fiscal policies, such as internal controls that separate payments from funding sources, such policies shall be sufficient to ensure and document that any financial benefit realized by a Contractor as a result of a contract with a federal, state, county, city or other agency to use the Contractor facility, was of benefit to the persons receiving DSG.

The Contractor shall develop and implement procedures regarding behavior support plans and behavioral intervention procedures that comply with Administrative Code, Rule R539-4.

The Contractor shall develop and implement procedures that assure proper nutrition of the person during periods of the provision of DSG.

Staff Support:

Actual type, frequency and duration of support will be defined in the person's ISP/AP based on the person's assessed needs. Hours of support are established in the person's worksheet and/or ISP/AP.

Record keeping

In addition to the General Requirements for record keeping, the Contractor shall maintain accurate records, such as attendance records and timesheets, of all instances of service delivery.

Rate:

DSG contains an hourly and daily rate. DSG provides support to groups. Services that are rendered for six hours or more on average per day are billed at a rate not to exceed that for six hours.